



TRAINING OPPORTUNITY

Detrick Center for Training and Education Excellence

Fort Detrick, MD

Course Title: Microsoft Project

Dates/Location / Hour: 24-25 Mar 04 / Bldg 1520, Classroom 3 / 0830-1600

Registration Deadline: 27 Feb 04

Cost: \$291.00 per participant

Vendor: Computrain LLC, 241 E 4th St #106, Frederick, MD 21701, 301-293-3330

Description:

Getting started

What is project management? steps of project management. Defining the goals of a project, defining the requirements of a project. Identifying potential problems in a project schedule. Identifying potential opportunities for reducing costs. Tracking and report the progress of a project. Resolving resource over allocation problems. Evaluating a completed project. Starting Microsoft Project, the Microsoft Project application window. Working in and changing menus and toolbars in Microsoft Project

Building a simple project; The Project guide. Setting a project start date / saving a Project. Creating a Project schedule, entering a milestone. Inserting and deleting tasks. Reordering a task list, closing a project.

Developing a project plan (part 1); Outlining a task list, types of task relationships. Linking tasks in a finish-to-start relationship. Changing the time-scale of a Gantt chart. Adding lag time between tasks, adding lead time between tasks. Using work breakdown structure codes. Creating a network diagram

Developing a project plan (part 2); Revising the Project calendar. The resource sheet, adding resources to the resource sheet. Creating new calendars for resources. Assigning resources to tasks. Revising resource information / assigning additional units of a resource to a task. Contouring a resource assignment. Working with cost rate tables. Creating and applying a task calendar.

Developing a project plan (part 3) Duration: 2 days, Software Version: 2002. Certification: Microsoft Office Specialist. Identifying the critical path of a project. Identifying slack time in a project schedule. Constraining a task, setting a deadline for a task. Defining a fixed-duration or fixed work task. Additional Project planning topics. Sharing data with other applications. Copying a Microsoft Project view into a Microsoft Word document. Exporting Microsoft Project sheet entries into a Microsoft Excel worksheet. Importing Microsoft Excel worksheet entries into Microsoft Project. Additional Microsoft Project features. Customizing a Microsoft Project template. Creating a custom template. Adding text fields and flag fields to a sheet view.

Day 2 – Tracking and Communicating Information with Project

Organizing and analyzing project information. Sorting and grouping project information. Creating a custom group option. Applying a predefined, autofilter and creating to a view. Applying a new table to a view. Custom table. Tracking a project (part 1) Saving a baseline plan. Updating a project schedule. Comparing the actual and planned progress of a project. Adding progress lines to a Gantt chart. Additional methods for updating a project schedule. Rescheduling uncompleted work. Scheduling overtime

work. Additional project tracking topics. Tracking a project (part 2) Monitoring resource allocation. Methods for resolving resource over allocation problems. Certification: Microsoft Office Specialist. Manually delaying tasks. Automatically delaying tasks. Displaying earned value analysis data. Communicating project information (part 1). Displaying a project schedule in calendar and printing a view. Modifying page setup options for a printout. Enhancing the elements of a view. Communicating project information (part 2) Edit and printing a predesigned report.

Who should attend: For participants with new or basic experience or equivalent knowledge.

Course Manager: Tel. 301-619-7554, Fax 301-619-2884E-Mail: USAGDCTEE@det.amedd.army.mil

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17, 19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. **Do not attend unless you have received confirmation from the course manager.** Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).